

|              |                                                   |                     |                   |
|--------------|---------------------------------------------------|---------------------|-------------------|
| Job Title:   | <b>Speech/Language Pathology Assistant</b>        | Job Code:           | <b>050808</b>     |
| Job Family:  | <b>Student Services and Instructional Support</b> | FLSA Status:        | <b>Non-Exempt</b> |
| Pay Program: | <b>Classified</b>                                 | Shift Differential: | <b>No</b>         |
| Work Year:   | <b>9 months</b>                                   | Pay Range:          | <b>G17</b>        |

**SUMMARY:** Assist certified Speech Language Pathologist by implementing treatment/intervention plans, recording students' status, performing various clerical tasks, discussing students' treatment plans, accompanying students from classroom to service area, support informally assessing students and conducting screenings. Participate in educational facility activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions                                                                                                                                                                                                                                                                                                                                                                                                                                  | Frequency      | % of Time   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|
| 1. Follow documented treatment/intervention plans or protocols developed by the Speech Language Pathologist. Accurately collect and record subjective and objective data. Record students' status with regard to established objectives as stated in treatment plan and report information to supervising Speech Language Pathologist. Responsible for writing medical notes and assisting Speech Language Pathologists write quarterly progress notes. | D              | 50%         |
| 2. Perform various clerical tasks, including filing and copying. Make materials and record data and notes electronically. Submit billing information for students on their caseload.                                                                                                                                                                                                                                                                    | D              | 20%         |
| 3. Assist Speech Language Pathologist in assessment of students and conduct non-standardized screenings as requested by the Pathologist.                                                                                                                                                                                                                                                                                                                | W              | 15%         |
| 4. Discuss students' treatment plans with Speech Language Pathologist.                                                                                                                                                                                                                                                                                                                                                                                  | D              | 10%         |
| 5. Participate in educational facility activities including committees, meetings and conferences as requested by Pathologist.                                                                                                                                                                                                                                                                                                                           | M              | 3%          |
| 6. Perform other duties as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                    | Ongoing        | 2%          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>TOTAL =</b> | <b>100%</b> |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in speech communications or related field.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- CDE Speech-Language Pathology Assistant Authorization required.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to collect data for quality monitoring and improvement.
- Ability to comply with regulations, reimbursement requirements, and SLPA job responsibilities.
- Knowledge and/or ability to learn assistive technology for communications.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Google Suite, Microsoft Word, Excel and Outlook.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc.
- Operating knowledge of assistive technology devices preferred at hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | POSITION TITLE                        | JOB CODE |
|--------------------|---------------------------------------|----------|
| <b>Reports to:</b> | Certified Speech Language Pathologist | 4052     |

|                        | POSITION TITLE                                       | # of EMPLOYEES | JOB CODE |
|------------------------|------------------------------------------------------|----------------|----------|
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                |          |

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- This job has no budgetary responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES:                | Amount of Time |           |            |          |
|-------------------------------------|----------------|-----------|------------|----------|
|                                     | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                               |                | X         |            |          |
| Walk                                |                | X         |            |          |
| Sit                                 |                |           | X          |          |
| Use hands to finger, handle or feel |                | X         |            |          |
| Reach with hands and arms           |                | X         |            |          |
| Climb or balance                    |                | X         |            |          |
| Stoop, kneel, crouch, or crawl      |                | X         |            |          |
| Talk                                |                |           |            | X        |
| Hear                                |                |           |            | X        |
| Taste                               | X              |           |            |          |
| Smell                               | X              |           |            |          |

| WEIGHT and FORCE DEMANDS: | Amount of Time |           |            |          |
|---------------------------|----------------|-----------|------------|----------|
|                           | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds           | X              |           |            |          |
| Up to 25 pounds           |                | X         |            |          |
| Up to 50 pounds           | X              |           |            |          |
| Up to 100 pounds          | X              |           |            |          |
| More than 100 pounds      | X              |           |            |          |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                |           | X          |          |
| Analyze              |                |           | X          |          |
| Communicate          |                |           |            | X        |
| Copy                 |                | X         |            |          |
| Coordinate           |                | X         |            |          |
| Instruct             |                |           | X          |          |
| Compute              |                |           | X          |          |
| Synthesize           |                |           | X          |          |
| Evaluate             |                |           | X          |          |
| Interpersonal Skills |                |           |            | X        |
| Compile              |                | X         |            |          |

| MENTAL FUNCTIONS: | Amount of Time |           |            |          |
|-------------------|----------------|-----------|------------|----------|
|                   | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Negotiate         |                | X         |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X              |           |            |          |
| Work near moving mechanical parts     | X              |           |            |          |
| Work in high, precarious places       | X              |           |            |          |
| Fumes or airborne particles           | X              |           |            |          |
| Toxic or caustic chemicals            | X              |           |            |          |
| Outdoor weather conditions            | X              |           |            |          |
| Extreme cold (non-weather)            | X              |           |            |          |
| Extreme heat (non-weather)            | X              |           |            |          |
| Risk of electrical shock              | X              |           |            |          |
| Work with explosives                  | X              |           |            |          |
| Risk of radiation                     | X              |           |            |          |
| Vibration                             | X              |           |            |          |

| VISION DEMANDS:                                           | Required |
|-----------------------------------------------------------|----------|
| No special vision requirements.                           |          |
| Close vision (clear vision at 20 inches or less)          | X        |
| Distance vision (clear vision at 20 feet or more)         |          |
| Color vision (ability to identify and distinguish colors) | X        |
| Peripheral vision                                         |          |
| Depth perception                                          | X        |
| Ability to adjust focus                                   | X        |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     | X              |
| Loud         |                |
| Very Loud    |                |